

## Airport Hangar Rental Process

### Airport Manager

- Tommy Mills
- 760-336-1587



### Public Works

- Alan Chan or Veronica Ortiz
- 760-344-5800
- vortiz@brawley-ca.gov



### Risk Manager

- Shirley Bonillas
- 760-351-3057
- sbonillas@brawley-ca.gov



### City Clerk

- Alma Benavides
- 760-351-3080
- abenavides@brawley-ca.gov

The Airport Manager will:

- Determine if an appropriate hangar is available for rent
- Provide the applicant with a signed Permission Form
- Verify the aircraft registration

The Public Works department will:

- Sign off on the Permissions Form
- Provide the applicant with a Rental Agreement which should be returned to Public Works with the following:
  - Aircraft registration
  - Insurance certificate as described below

The Risk Manager will review the following information:

- Proof of General Liability insurance in the amount of \$1 million naming the City of Brawley, its employees, elected, officers, and officials as additional insured. Usually in the form of a Certificate of Insurance and an Additional Insured Endorsement (two separate documents).

The City Clerk will execute the final agreement.

- Submit one original signed Hangar Agreement
  - With proof of insurance and aircraft verification
  - Once fully signed, a copy is returned to the applicant, Finance for billing, Public Works, and the Airport Manager to occupy the hangar.

## FREQUENTLY ASKED QUESTIONS

- **Have a question or concern about a hangar or the airport**
  - Contact the City's Airport Manager at 760-336-1587
- **Have a question about a bill**
  - Contact the Finance Department at 760-344-8941
- **Want to move to a new hangar**
  - Check availability by contacting Public Works at 760-344-5800
- **How is my airport hangar secured?**
  - The City provides a lock for each hangar and has annual inspections to ensure proper and safe use.
- **Need to vacate a hangar**
  - Contact the City's Public Works Department at 760-344-5800

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### Airport Manager

- Tommy Mills
- 760-336-1587



### Public Works

- Alan Chan or Veronica Ortiz
- 760-344-5800
- vortiz@brawley-ca.gov



### Risk Manager

- Shirley Bonillas
- 760-351-3057
- sbonillas@brawley-ca.gov



### City Clerk

- Alma Benavides
- 760-351-3080
- abenavides@brawley-ca.gov

The Airport Manager will:

- Determine if an appropriate hangar is available for rent
- Provide the applicant with a signed Permission Form
- Verify the aircraft registration

The Public Works department will:

- Sign off on the Permissions Form
- Provide the applicant with a Rental Agreement which should be returned to Public Works with the following:
  - Aircraft registration
  - Insurance certificate as described below

The Risk Manager will review the following information:

- Proof of General Liability insurance in the amount of \$1 million naming the City of Brawley, its employees, elected, officers, and officials as additional insured. Usually in the form of a Certificate of Insurance and an Additional Insured Endorsement (two separate documents).

The City Clerk will execute the final agreement.

- Submit one original signed Hangar Agreement
  - With proof of insurance and aircraft verification
  - Once fully signed, a copy is returned to the applicant, Finance for billing, Public Works, and the Airport Manager to occupy the hangar.

## FREQUENTLY ASKED QUESTIONS

- **Have a question or concern about a hangar or the airport**
  - Contact the City's Airport Manager at 760-336-1587
- **Have a question about a bill**
  - Contact the Finance Department at 760-344-8941
- **Want to move to a new hangar**
  - Check availability by contacting Public Works at 760-344-5800
- **How is my airport hangar secured?**
  - The City provides a lock for each hangar and has annual inspections to ensure proper and safe use.
- **Need to vacate a hangar**
  - Contact the City's Public Works Department at 760-344-5800

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